

An eye for detail - Communications Editor



Project Title	An eye for detail - Communications Editor
Project Summary	Give existing communication materials a review and new look. Take out some of the repetitive information, make updates to the material and have it be something our inbound officers (and family members) want to read and refer back to. These are relocation materials and will require a little research
Country	United Arab Emirates
Country/Region of Focus	Middle East and North Africa

Project Description

- Research, edit, and redesign the current 'Welcome Kit' information that we send out to new employees/inbound families to Abu Dhabi.
- Work on the CLO Welcome Letter, introduction to Mission UAE, add helpful websites, and UAE culture.
- Write email templates for future use.

Required Skills or Interests

Skill(s)

Design thinking

Editing and proofreading

Research

Writing

Additional Information

- Be willing to receive a phone call to discuss projects at least twice a month to discuss the direction of the work and clarify any questions.
- Person must be able to take little direction and run!

Language Requirements

None